

GREATER WYOMING COMMUNITY RESOURCE ALLIANCE

Minutes of September 24, 2013

9:00 AM

City of Wyoming

City Manager's Conference Room 2nd Floor

I ROLL CALL

Present: Rebecca Rynbrandt, Jack Sluiter, Curtis Holt, Kent Vanderwood,
Connie Bellows, Paul Wegener, Jeff Koeze, John Armendarez,
Megan Sall, Tim Smith, Jim Carmody

Absent: None

II PREVIOUS MEETING MINUTES:

A motion to approve the August 27, 2013 minutes as presented was made by Bellows, seconded by Sluiter. Motion carried unanimously.

III FINANCIAL REPORT

A. Tim Smith

Smith distributed a hardcopy finance report. Year to date we have received general donations totaling \$4,240.28 to the unrestricted fund. A \$2,500 donation was received from the GM Foundation as submitted on our behalf by GM Components Holding. The current fund balance in General Fund is \$49,539.74. Activity of the Community Enrichment Commission was made. The CEC has a year to date loss of \$7,669.13. This was a planned deficit related to the fireworks event in July. They have a fund balance of \$15,067.42. A motion by Vanderwood, seconded by Sall to approve the finance report as presented was made. Motion carried unanimously.

IV OLD BUSINESS

A. Committee Updates

1. Selection Committee

This Committee is chaired by Vanderwood. Member Koeze reminded the Board of the timeline noted in the by-laws. The deadline for new Board member names to be submitted to the Clerk's/Mayor's office is October 11. Rynbrandt, Koeze, and Armendarez are up for reappointment. Plus we must replace Connie for the remainder of her year (one year). Rynbrandt and Koeze indicated their willingness to serve again. Armendarez will review his commitments and advise

Vanderwood of his interest. Board members are encouraged to provide names to Vanderwood by October 1 of candidates.

2. Grant Forms Committee

Rynbrandt acknowledged her committee team including Sluiter and Smith. The committee met and prepared recommended changes to the proposal forms. The cover sheet was accepted as presented. The proposal narrative form was changed by striking item D. The attachment page was updated to better indicate which items are required and which are optional or at the discretion of the Board. An additional note was added to affirm to the applicant that missing required information will result in the application not being considered as well as a need to digital pictures as part of grant reporting are required.

3. Fall Donor Committee

Chair of this sub-committee is Sall. She has been in correspondence with the Carmody regarding the composition of the donor ask letter and distribution list. The importance of the list's accuracy and make up was stressed. Vanderwood suggested the committee consider the use of pictures in donor letter. Sall asked and it was affirmed that the Alliance brochure should accompany the ask letter. Carmody affirmed that the brochure will be undated this fall or early winter. Nikki Batcke of Community Services/Parks & Recreation maintains the brochure. Carmody or Holt will provide Sall with a copy of the City of Wyoming Business License list for the committees use.

In a related discussion Carmody noted that a logo still needs to be developed for the Alliance. Holt proposed that this be brought up to the school Superintendents as a unique opportunity for both a student as well as a school district. It was suggested that a prize be awarded. It was affirmed that this will help market the Alliance.

B. GM Foundation Grant

Carmody referenced that this matter was discussed under item III Financial Report.

V NEW BUSINESS

A. Beckmaze Historical Society fiduciary agreement.

Rynbrandt has been contacted by the Society to explore the Alliance as a fiduciary for the group. This group formed as a break-a-way group from the Wyoming Historical Commission. Information as provided by Deputy City Manager Barb VanDuren was distributed and reviewed. It was information

shared by Kelly White of the Society to the Historical Commission. Rynbrandt and Holt reviewed the history of the group to the best of their knowledge. They are not a 501(c) 3. The property Beckmaze house/property is believed to be a primary residence; however of a historic nature. It has not been designated as a museum. How transparent the Society has been in in their budgeting, balance sheet, etc. is questioned.

The Board discussed if the Society should they become a non-profit first, before we consider as a fiduciary agreement. Koeze shared information on the group contacting his family for financial support. He described the history of the properties in the targeted area, with special consideration of his family's historic ownership.

The Board questioned the Society's mechanisms for governance and noted transparency is a concern.

Smith has indicated that they are also seeking the Wyoming Historical Commission as a fiduciary. Rynbrandt indicated that no formal letter has been received as yet from the Society. No action is necessary at this time. However, if contacted again, Rynbrandt will share the Boards comments with the Society.

B. United Way Portal

Rynbrandt shared correspondence from the United Way requesting a designee from the Alliance as a primary point of contact and to transfer payments to electronic receipting. Smith was assigned these duties and he will complete and return the necessary paperwork to the United Way.

C. Early grant submissions

Rynbrandt shared that we have received early inquiry and submissions from several groups, including WECO, the Church Commodity Pantry, and others. All have been advised that Request for Proposal's (RFP's) were not being accepted as yet and that forms are being updated. It was affirming to the Board to note the interest for grants.

Board members were encouraged to get contact information to Rynbrandt for organizations to receive RFP information as soon as possible.

VI ITEMS FOR ACTION

A. 2014 Grant Award Levels

Based upon the level of funds available and referencing the increased budget for grants this year, Vanderwood suggested we increase the maximum grant award. Currently we limit to a max of \$1,000. The Board discussed a strong desire to be

flexible in awarding grant amounts to be more responsive of demand as well as to better direct funds to higher quality projects. However it was noted that by publically setting a new maximum drives grants to be written for such. It was affirmed that the Board reserves the right to change while affirming that we typically award up to \$1,000.

A motion was made by Holt that the Board reserves the right to award any amount recognizing that the typical award is \$1,000; this was seconded by Armendarez. It was discussed that it would be very important to refer applicants to the grant making history information on the website. This helps prospective grantees understand what has been funded before and for how much. The motion carried unanimously.

B. School Logo Contest

A motion was made by Holt, seconded by Vanderwood to award a \$50 gift card to a student and a \$250 cash award to that student's school for the design of a winning Alliance logo. Carmody referenced the discussion earlier as noted under item IV Committee Updates, section 3. Fall Donor Committee. Motion carried unanimously.

VII ROUND TABLE DISCUSSION

None.

VIII PUBLIC COMMENT

None.

IX CLOSE – NEXT MEETING DATE

Tuesday, October 22, 2013 at 9:00 AM, in the City Manager's Conference Room, Wyoming City Hall.

Respectfully submitted,

Rebecca Rynbrandt
Board Secretary